

# 4

Export Certification  
Manual

## Steps to Certify

### *Receive Request for Service*

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#### Contents

Introduction [page 4-1-1](#)  
Procedure [page 4-1-1](#)  
Required Information [page 4-1-3](#)

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#### Introduction

This section of the [Steps to Certify](#) chapter covers the steps to follow when a request is received to certify plants or plant products for export certification. The 5 basic steps to certifying a commodity are as follows:

1. [Receive Request for Service](#) on [page 4-1-1](#)
2. [Determine Eligibility for Certification](#) on [page 4-2-1](#)
3. [Determine Import Requirements](#) on [page 4-3-1](#)
4. [Take Action on Common Import Requirements](#) on [page 4-4-1](#)
5. [Follow Inspection Guidelines](#) on [page 4-5-1](#)



Important

Certificates can only be issued for U.S. exporters and/or their U.S. brokers or freight forwarders. The U.S. exporters and/or their U.S. brokers or freight forwarders must have a physical address in the U.S. where they conduct business.

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#### Procedure

It is the exporter's (exporter, broker, shipper, or representative from another government office such as Agricultural Research Service and Agricultural Marketing Service) responsibility to submit a request for a certificate. The request may be received in any one of the following manners:

- ◆ Request should be in writing but a request by phone is acceptable.<sup>1</sup> If an exporter phones in a request for certification ACOs should request that the exporter provide the details of the consignment in writing before any action is taken.

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<sup>1</sup> See *Special Procedures*, [Mail Exports](#) on [page 6-7-1](#).

- ◆ PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export
- ◆ PPQ Form 577, Federal Phytosanitary Certificate (partially completed)
- ◆ PPQ Form 578, Export Certificate, Processed Plant Products (partially completed)
- ◆ PPQ Form 579, Phytosanitary Certificate for Reexport (partially completed)



Only ACOs have the authority to enter additional declarations on certificates.

Exporters, shippers, or brokers are **not** allowed to enter additional declarations on certificates, **except** when the ACO's workload **does not** allow him or her to prepare the certificate. In these rare cases, the ACO **must** dictate the required additional declaration to the exporter and then check the wording for accuracy at the time the certificate is presented for authentication.

PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export is specifically designed to provide the information needed to determine a commodity's eligibility and import requirements, and complete a certificate.

A written application is required because:

- ◆ It provides information necessary to determine the phytosanitary requirements a commodity may need to meet for certification
- ◆ It provides ACOs with reliable information for properly completing a certificate
- ◆ It places the responsibility on the applicant for providing the required information and accuracy of the information

The form also serves as a worksheet for ACOs to record inspection and treatment results. (See *Appendix B, PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export* on page B-1-9 for directions on completing the form.<sup>2)</sup>)

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<sup>2</sup> PPQ Form 572 can be downloaded as a PDF file from web site address: <<http://www.aphis.usda.gov/library/forms>>. This application may be available online at locations piloting the Phytosanitary Certificate Issuance Tracking System (PCIT); contact the PCIT Coordinator of USDA-APHIS-PPQ Export Services for further information.

### **Required Information**

Applicants must provide the following information in order for an ACO to determine if a commodity may be certified. Most of this information should be provided on the PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export. Any missing information must be provided by the exporter and should be provided in writing.

- ◆ Date the commodity will be exported
- ◆ Location where the commodity can be inspected
- ◆ Location where the commodity was grown (country, State, or county)
- ◆ Country where commodity is being exported to, including port(s) of entry
- ◆ Scientific name of the commodity. If the exporter only provides a common name have the exporter precisely identify the commodity for the purposes of identifying specific import requirements (e.g., wheat grain versus wheat seeds). The scientific name is required, in most cases, to search EXCERPT. It is the exporter's responsibility to provide the scientific name.
- ◆ Supporting documents: foreign phytosanitary certificate or equivalent, import permit, State or other Federal agency inspection certificate, laboratory test results, etc.
- ◆ Whether the product is a processed product and if so, a description of the process.

After you have collected the key information, GO to **Determine Eligibility for Certification** on page 4-2-1.

